



Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-36

Date: September 10, 1997

SUBCHAPTER 3 FAH-1 H-2350 PERSONNEL RECORDS

MAJOR CHANGES

1. This subchapter applies to Foreign Service, Civil Service, and PIT/AFM employees of the Department of State.
2. This transmittal is effective on September 12, 1997.
3. This is a new handbook subchapter which lists what documents may be filed in Official Personnel Folders and Performance Folders.
4. This subchapter contains guidelines and procedures which implement 3 FAM 2350 , and should be used in conjunction with that subchapter.
5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Within 3 FAH-1, place 3 FAH-1 H-2350 immediately after 3 FAH-1 H-2340. This is a new handbook subchapter.
2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:POH-36, and initial.

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(PER/EX)